CAMILO SEMBRANO

Los Angeles, CA

Cell# (323) 979-6578

Email: camilosembrano@yahoo.com

**Skills**

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| --- | --- | --- |
| **Technical Skills:**   * Setup, operate, clean, inspect and maintain computer and electronic equipment, Local Area Network and Telephony System * MS Office (Word, Excel, Outlook) * Good Documentation Practice (GDP) * Follow Standard Operating Procedures(SOP) * Good Manufacturing Practice (GMP) * OSHA Safety * Customer Service | **Soft Skills**   * Team Player/Multitasking * Good Communication Skills * Collaboration * Analysis and problem solving skills * Adaptability and Flexibility * Customer service * Attention to details * On Time |  |

**Professional Experience**

**G2 Secure Staff (LAX) July 2019 - Present**

**Los Angeles CA**

**Customer Service/Ramp Operation Agent**

* Identify, assess, and control and report hazards.
* Ensure every task performed is done safely and with no adverse health safety consequences.
* Follow established procedures at all times as well as identify and communicate situations where procedures are not adequate or do not exist.
* Ensure the work area and equipment is in safe condition.
* Safeguard and watch out for co-workers.
* Heavy bags (50 lbs up) with heavy tag must be handled using a buddy system.

**AVATCO, Inc. June 2017 - November 2018**

**La Mirada CA**

**IT Technician (Tech Support)**

* Followed step-by-step installation and troubleshooting process and observed safety rules resulting in repair and installation of 15+ computers per week.
* Responsible for the installation, troubleshooting and the maintenance of the company’s computer systems, servers, VOIP telephony and IP network (LAN/WAN).
* Conduct maintenance, cleaning and creating safeguards to prevent major issues or problems.
* Document the details that had been undertaken during the repair process.
* Communicate with users on-site or via phone and interacted with colleagues at all levels in a team environment.
* Worked with strong work ethics, accomplished assigned project, set prioritization and meet deadlines.
* Ensuring electrical safety standards are met.

**Iligan City Government Office (ICTC) September 2007 to June 2016Iligan City, PhilippinesComputer Maintenance Technologist**

* Communicate with users on-site and interacted with colleagues at all levels in a team environment.
* Followed step-by-step installation and troubleshooting process and observed safety rules resulting in repair and installation of 10+ computers per week.
* Conduct maintenance, cleaning and creating safeguards to prevent major issues or problems and document the details that had been undertaken during the repair process.
* Document repair and maintenance schedule to technicians

**Education**

**Bachelor of Science in Electronics and Communication Engineering**

Cebu Institute of Technology, Cebu, Philippines

October 1985

**Training**

**Biotechnology Technician I: Biomanufacturing**

**Biotech Bridge Training Academy**

Los Angeles Valley College

March 2019